



Montgomery County Department of Permitting Services
255 Rockville Pike, 2nd Floor, Rockville, MD 20850
240-777-6240 Fax: 240-777-5206
<http://permittingervices.montgomerycountymd.gov>



SIGN VARIANCE PROCEDURE CHECKLIST

- 1) Complete the [sign permit](#) application(s) and be sure to include all necessary signatures.
- 2) Include three (3) **scaled** drawings of the sign(s) showing exact measurements and indicate whether the sign is single faced or double-faced.
- 3) Include a **scaled** site plan showing the sign(s) location and distance from the property lines.
- 4) Include pictures showing the subject property and a view of the road in each direction. Pictures should be labeled and secured in a portfolio form.
- 5) Complete the [sign variance](#) application and include all applicable documents.
- 6) Submit items 1-5, along with a check for \$401.50 made payable to Montgomery County, Maryland, to the Department of Permitting Services, 255 Rockville Pike, Rockville, Maryland 20850 to obtain a hearing date.
- 7) Once a date has been set, **you must notify the owners of the properties adjoining and opposite the subject property and the Citizens' Associations in the area about the hearing at least 15 days before the hearing date.** You can determine which properties are adjoining and opposite the subject property by obtaining a copy of the appropriate tax map from the Department of Assessments and Taxation located at 51 Monroe Street, Rockville, Maryland. The tax map indicates which lots are adjoining and opposite the subject property.
- 8) Send or bring to the Department of Permitting Services **certification of owner notification, along with Assessment Tax Maps from #7 above, indicating the adjoining and opposite properties, and a copy of the notices that you sent a minimum of 15 days before the hearing date.**